

DDA

ODP # 1903-27

DD/A 77-5181  
20 September 1977

MEMORANDUM FOR : Director/Office of Security  
Director/Office of Training  
Director/Office of Medical Services  
Director/Office of Communications  
Director/Office of Data Processing  
Director/Office of Personnel  
Director/Office of Logistics  
Director/Office of Finance

FROM : [REDACTED]  
Executive Officer/DDA

STATINTL

SUBJECT : Tickets for Family Day Tours

1. Please note that the invitations for Family Day serves as the ticket for admission. It was printed up with public visits in mind. For purposes of Agency employees' families it is not necessary to fill in the date. It might be well to identify the time (0900, 1030, 1200 hours) the family is to visit so that the auditorium will be filled at each of the three sessions. Public visitors will sign on the back and the name will be checked against a master list. Of course, for Family Days this will not be necessary.

*SANCA?*

2. It must be emphasized that this will be a controlled tour including only the areas covered on the program/map which will be given out in the auditorium. It will not extend to other areas that have traditionally been opened for Agency open houses. These particular tickets are for 24 September only and a different color ticket will be used for 1 October sessions. After the tour employees' offices may be visited. *Only in Hq. bldg. & when accompanied by*

*EO*  
*How do they do this check?*  
*Will we need some ODP-provided system up on visitor days?*

[REDACTED]

Distribution  
All Office Directors

STATINTL

*NO, manual listing on clip board like other tours.*

TRANSMITTAL SLIP		DATE
TO: <i>ODP</i>		
ROOM NO.	BUILDING	
REMARKS:		
<p><i>VIA tube</i></p> <p><i>EO - GD</i></p> <p><i>D/ODP - <u>any</u></i></p> <p><i>Jagce - } Not copy</i></p> <p><i>C/AS - } 9/20</i></p> <p><i>Telephoned info to all components</i> <i>on 19 Sept by 1700. Gw.</i></p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)